

<b>SERGEANT MAJOR (SGM)</b>					
<b>INITIALS</b>	<b>MINIMUM REQUIREMENT</b>	<b>IPPS-A</b>	<b>DTMS</b>	<b>HARD COPY</b>	<b>iPERMS</b>
	1. SGM Checklist			X	
	2. Approved CPMOS Change Request			X	
	3. Applicant's letter to the Board (not to exceed one page) - explain missing documents / extenuating circumstances			X	
	4. Preference Sheet			X	
	5. Current ACFT - No earlier than (NET) 31 Jul 2024		X		
	6. Current Height / Weight - NET 31 Jul 2024		X		
	7. iPERMS Records Review completed NET 31 Jul 2024				X
	8. Selection Board Record Brief (validated NET 28 Feb 2025)				X
	9. DA Form 1059 for all phases of last completed NCOPDS				X
	10. Board preferences	X			
	11. Commander's recommendation for consideration	MS TEAMS			
	12. Periodic Health Assessment (PHA) NET 30 Apr 2024	MEDPROS			
<b>SERVICE MEMBER INITIALS</b>					
	1. I acknowledge that it is my responsibility to review all systems of record and initiate required actions for corrections / updates.				
	2. I acknowledge that selection boards will not review incomplete packets.				
<b>SERVICE MEMBER CERTIFICATION</b>					
I certify that I read and understand the EPS MOI. I understand that it is my sole responsibility to ensure my packet is complete, accurate, and submitted no later than the established suspense date.					
<b>RANK, FULL NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>FIRST SERGEANT OR COMMANDER CERTIFICATION</b>					
I certify that I read and understand the EPS MOI. I understand that it is my sole responsibility to provide guidance and assistance in ensuring my Soldier's packet is complete, accurate, and submitted no later than the established suspense date.					
<b>RANK, FULL NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	